

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CALIFORNIA PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000	(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION POLICY AND PLANNING DIVISION		(5) ADDRESS 505-VAN NESS AVE., ROOM 5119 SF CA 94102	
CHECK THE APPROPRIATE BOX			
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]			
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)			
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)			
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DSP-1	(10) SCHEDULE DATE January 3, 2008	(11) NUMBER OF PAGES 3
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DSP-1	(14) APPROVAL NUMBER 1999-107	(15) APPROVAL DATE (S)
		(12) CUBIC FEET (Total Schedule) 2	(16) PAGE NUMBER(S) REVISED - 1

(17) MISSION/FUNCTIONAL STATEMENT: TO SAVE TIME, SPACE AND MONEY BY CONTINUING TO ENCOURAGE PERSONNEL TO PURGE FILES PERIODICALLY AND RECYCLE OLD DOCUMENTS MAKING SURE TO ONLY KEEP FILES IN USE ON HAND.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>John A. [Signature]</i>	(19) TITLE Program Manager / Director	(20) PHONE NUMBER 415-355-5552	(21) DATE SIGNED 1-3-08
--	---	--	-----------------------------------

In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT ANALYST <i>Dany R. [Signature]</i>	(23) CLASSIFICATION B50 II SUPERVISOR	(24) NAME (Printed or Typed) GARY R. MURPHY	(25) PHONE NUMBER 415-703-1866	(26) DATE SIGNED 01/23/2008
---	---	---	--	---------------------------------------

PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>Garin [Signature]</i>	(28) APPROVAL NUMBER 08-068	(29) DATE SIGNED 2/28/2008	(30) EXPIRATION DATE 2/28/2013
--	---------------------------------------	--------------------------------------	--

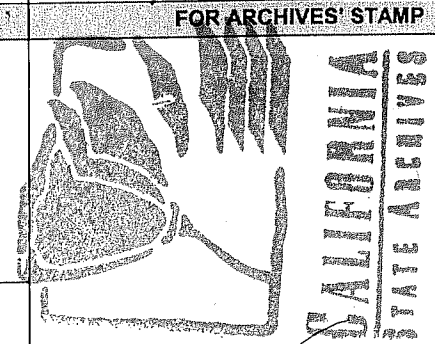
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE
Sydney Bailey, Archivist

(34) DATE SIGNED
3/10/08



08-068

SCHEDULE # DSP-1

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1			Official Personnel Folder	P		Active			Active		Retain as Active until employee separates from State service Then retain according to type of separation.
2			Std. 634 Absence and Additional Time Worked	P		4			4		Retain for 4 years.
3			Employee's Job Description (Duty Statements)	P		Current			Current		Retain as Current until superseded. Then retain as necessary for operations history.
4			STD. 74 Payroll Adjustment Notice (Salary Adjustment)	P		5			5		Retain five years from pay period involved.
5			Workers Compensation	P		Current		2	Current+2		Retain as Current until settlement of claim or closure of case Then retain two years. Do not retain in employee's Official Personnel folder.
6			Std. 680 Personnel Action Request	P		Current		4	Current+4		Retain as Current until end of Tax year of transaction then retain for 4 years.
7			Training Records	P		Active			Active		Retain as Active until employee separates from State service Then retain according to type of separation.
8			Std. 262 Travel Expense Claim, Travel Advance Request Revolving Fund Request, Flight reservations Out of State Travel Requests	P		FY+2		2	FY+4		Retain at least two years from end of Fiscal Year in which claim was filed. After two years destroy after audit or four whichever occurs first.
9			Procurement and Supply (Equipment and Service Request) Phone Bills and Subscriptions	P		FY +3		4	FY+7		Retain seven years from end of Fiscal Year in which encumbrance is liquidated. Destroy after the required seven years or when audited by the Bureau of State Audits or the department of General Services whichever occurs first.
10			Miscellaneous files- Correspondence and memos and Budget Report	P		FY+2		2	FY+4		Retain at least 2 years from fiscal year affected. After two years destroy after audit or four years whichever occurs first.
11			ORG CHARTS	P		CURRENT			CURRENT		RETAIN AS CURRENT UNTIL SUPERSEDED OR REVISED.

08-068

SCHEDULE # DSP-1

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (4)	VITAL (4)	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
37)	(38)	(39)	(40)	(4)	(4)	(43)	(44)	(45)	(46)	(47)	(48)
12			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
13			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the Stat Archives, or when no longer needed whichever is later.
14	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
15			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			<u>Electronic Mail</u>								
16			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.